

Terms of Reference

For Selection of Individual Consultant

Job #	N/A
Job Title	Jr. Consultant (Resource Mobilization)
Number of Positions	01
Location	Dhaka, Bangladesh
Appointment	Local Hire
Job Posted	TBA
Closing Date	TBA
Language	Bangla [Essential]; English [Essential]
Appointment Type	Time-Based. Duration: 12 months (Further extension is subject to the performance of the incumbent and availability of fund)

Background of the Project:

The Aspire to Innovate (a2i) Programme builds on the Government of Bangladesh's efforts to introduce a citizen-centric culture of innovation in civil service to improve service delivery and make services more inclusive, affordable, reliable, and easier to access. This project will provide support to establish institutional mechanisms and improve accountability to accelerate SDG achievements in Bangladesh.

This project will have three components:

1. Institutionalizing Public Service Innovation and Improving Accountability
2. Catalyzing Digital Financial Services and Fintech Innovations
3. Incubating Private Sector-enabled Public Service Innovation

Background of the assignment:

Bangladesh has propelled itself to the forefront of digital advancement in public services, achieving notable progress. Through innovative approaches centered around citizen-focused service delivery, the nation has rapidly embraced digitalization, effectively transforming into Digital Bangladesh. Smart Bangladesh demands partnership with governments, development organizations and private sectors.

Bilateral, Triangular, and multilateral partnership needs to be developed with donors, mega technology companies and investors to finance smart Bangladesh and SDGs. a2i is effective catalyst for different ministries and a bridge among development partners and government institutions.

'Aspire to Innovate (a2i) Programme' is looking for a **Jr. Consultants (Resource mobilization)** who will provide support to coordinate partnership and fund mobilization with other governments, INGOs and development organisations. This role will manage, follow up and ensure timely delivery of projects. This role needs to coordinate with concern UNDP and ICT Division departments to make a bridge with donors and development partners.

Objectives of the assignment:

- Assist to prepare comprehensive intelligence reports on opportunities for resource Mobilization.
- Assist to facilitate knowledge building and knowledge sharing.
- Support to organize and conduct training on RM and partnerships building.
- Support to knowledge networks and communities of practice.

- Assist in advocacy events, networking events, webinars, joint workshops, co-design exercises.
- Prepare necessary resource mobilization briefs/materials.

Supervision and Performance Evaluation:

The **Jr. Consultants (Resource mobilization)** will be working with the Program management team of the Aspire to Innovate Programme. A performance evaluation will be conducted by the Joint Project Director, a2i. After 12 months of the contract period, further continuation of the contract will depend upon the satisfactory performance and availability of funds.

Scope of work, Duties and Responsibilities:

- Support to a2i teams developing team resource mobilization target and map possible donors.
- Support to develop required partnership documents, letters, proposals to develop new partnership or coordinate existing partnership.
- Support to review proposal created from different teams and aligning with partners vision to make effective communication on resource mobilization.
- Support to co-create proposals with technical partners to approach fund to different donors.
- Support to develop of necessary presentation of a2i products to create project cooperation with externals.
- Support to consult with the UNDP, ERD, World Bank, and other officials to channel funds to a2i through UNDP or ICT Division.
- Support to coordinate with multiple teams of a2i to create single and multiple proposal on specific vision and keeping alignment with related donors
- Support to conduct multiple training workshops, one-to-one consultations, and hands-on training with different team resources to make them ready for partnership point of contact.
- Support to provide a report on partnership status of project with UNDP and ICT Division.
- Support to organize workshops and meetings with externals to discuss project cooperation.
- Support to communicate development partners and ensure timely delivery of cooperated projects.
- Support to organize workshop with internal resource mobilization focal and team leads to strengthen capacities for resource mobilization.

Deliverables and Timeframe:

The assignment will be for 12 months. Completed task under each area and activity will be as follows:

Deliverables	Timeline
<ul style="list-style-type: none"> • Supported to a2i teams developing team resource mobilization target and map of 30 possible donors. • Supported to develop required partnership documents, letters, proposals to develop new partnership or coordinate existing partnership at least for 24 partners. • Supported to review at least 36 proposals created from different teams and aligning with partners vision to make effective communication on resource mobilization. • Supported to co-create 3 proposals with technical partners to approach fund to different donors. 	12 Months

<ul style="list-style-type: none"> • Supported to develop of 4 presentations of a2i products to create project cooperation with externals. • Supported to consult with the UNDP, ERD, World Bank, and other officials to channel funds to a2i through UNDP or ICT Division. • Supported to coordinate with multiple teams of a2i to create 2 multilateral partnership for large and long-term finance. • Supported to conduct 3 training workshops, one-to-one consultations, and hands-on training with different team resources to make them ready for partnership point of contact. • Supported to provide 2 reports on partnership status of project with UNDP and ICT Division. • Supported to organize 4 workshops and 24 meetings with externals to ensure project cooperation. • Supported to communicate with development partners and ensure timely delivery of 9 cooperated projects. • Supported to organize 2 workshops with internal resource mobilization focal and team leads to strengthen capacities for resource mobilization. 	
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The incumbent will perform other related duties and responsibilities as and when required and assigned. The incumbent should function as an effective team member.

Payment: The Jr. Consultant will be paid 12 (Twelve months) equal instalments on monthly basis upon completion of the above deliverables.

Requirements for Experience and Qualifications:

I. Academic Qualifications:

- Minimum Bachelor’s Degree in any field from any recognized public/private university

II. Experience:

- At least 4 years of work experience at national or international organizations.
- At least 2 years of experience in resource mobilization.
- Experience in communication/networking with development partners
- Experience in programme implementation